

Infection Control



General Hygiene

It is more pleasant for children and adults to work and play in a tidy facility. It is also easier to carry out cleaning and sanitizing tasks in a tidy facility.

In our program, routine cleaning and sanitizing of surfaces is an important way of preventing the spread of communicable diseases.

- Cleaning is a process of removing surface dirt, soil and grime from surfaces. This can include tasks like sweeping or vacuuming, followed by washing with detergent and water and rinsing with clean water.
- Sanitizing reduces the number of disease-causing germs on surfaces. Sanitizing products, like dilute bleach solutions and quaternary ammonium compounds, are used on food utensils, pacifiers, and surfaces.
- Disinfecting is the act of killing most germs with very high heat or commercial germicidal agents.

For each cleaning and disinfection task, staff know who is responsible for doing the task, how often the task must be done, the procedure for doing the task, the supplies necessary to do the task and who is responsible for assuring needed supplies are restocked.

Staff who are supervising children are not simultaneously assigned to cleaning and sanitizing tasks. _____ (designated staff) is responsible for ensuring needed supplies are restocked.

Sanitizers

In our program we use the products listed below. All bottles of cleaners and sanitizers are labeled with the contents and recipe. A Material Data Safety Sheet (MSDS) for these products is on file _____ (where).

Recipes for using liquid chlorine bleach (5.25% sodium hypochlorite)

Sanitizing Solutions	Amount of Bleach	Amount of Water
Spray/Bucket Solutions General cleaning and sanitizing	1 tablespoon 1/4 cup	1 quart 1 gallon
Soaking Solution Dishes, mouthed toys. Soak for 2 minutes, air dry.	1 tablespoon	1 gallon
Diaper Area Solution* Recipe required by ADHS rules	1/2 cup	1 quart

* See link to guidelines, next page.

- _____ (designated staff) is responsible for mixing bleach solutions each day

Quaternary Ammonium Compounds

- Our program uses _____ (name of product). This product is appropriate for the surfaces on which it will be used and is used according to the manufacturer's label instructions, including dilution and contact time with surfaces.

Laundry

Our program bags contaminated laundry where it became soiled. We do not carry unbagged, contaminated laundry across the facility to the laundry room.

Soiled children's clothing will not be rinsed in the facility. Bulk stool or vomit may be dumped into a toilet. Clothing will be placed in a plastic bag, labeled with the child's name, and placed in a plastic-lined container reserved for this purpose. Soiled clothing will be sent home with the child.

Our program washes laundry in hot water (165°F) for 20 minutes or adds 1 to 1 and 1/2 cups household bleach (5% sodium hypochlorite) to the washer, along with laundry detergent, in a regular wash cycle.

Cleaning Supplies

Paper towels, which are used in a single area and then discarded, are preferred for cleaning. Sponges harbor germs and should not be used.

All brooms, dust pans, brushes and other items used for cleaning contaminated areas should be inaccessible to children. Mops should be rinsed after each use and hung above ground level to dry.

Cleaning Schedule

Development of a schedule, which can be posted as a reminder of responsibilities, will help to assure that facilities are cleaned and sanitized.



Cleaning, Disinfecting and Sanitizing Guidelines
<http://www.azdhs.gov/als/forms/ccgh1.pdf>

Selecting an Appropriate Sanitizer
http://nrc.uchsc.edu/CFOC/HTMLVersion/Appendix_I.html

C = clean S = sanitize

Area	C	S	How Often?	With What?	Person Responsible
Child Care Areas					
Countertops, tabletops, crib teething rails	x	x	Daily and when soiled Before and after food is served	spray/bucket bleach solution	
Cubbies	x		Weekly	spray/bucket bleach solution	
Bare floors	x	x	Mop daily	commercial floor cleaning product	
Small rugs	x		Vacuum daily Launder weekly or when visibly soiled	laundry detergent	
Carpets and large area rugs (preschool rooms)	x		Vacuum daily Shampoo every 3 months or when visibly soiled, must be dry when children return	commercial carpet cleaning product	
Carpets and large area rugs (infant and toddler rooms)	x		Vacuum daily Shampoo monthly or when visibly soiled, must be dry when children return	commercial carpet cleaning product	
Nap pads or cots	x	x	Daily	spray/bucket bleach solution	
Napping sheets/blankets	x		Weekly or when soiled	laundry detergent	
Cribs and crib mattresses	x		Weekly, or when soiled and between use by different infants	spray/bucket bleach solution	
Door and cabinet handles	x	x	Daily and when visibly soiled	spray/bucket bleach solution	
Telephone receivers	x	x	Weekly	spray/bucket bleach solution	
Mouthed toys, pacifiers, food utensils	x	x	After use by an individual child May be sanitized in a dishwasher reaching at least 140 ° F	bleach soaking solution	
Toys (not contaminated with body fluids)	x		Weekly	spray/bucket bleach solution	
Dress-up clothes, stuffed toys	x		Weekly and when head lice or skin infection is identified in the room	laundry detergent	
Water tables	x	x	Between use by groups	spray/bucket bleach solution	
Trash cans	x	x	Weekly or when visibly soiled Empty daily	spray/bucket bleach solution	
Food preparation and food service areas	x	x	Before and after food activity; between preparing raw and cooked foods	spray/bucket bleach solution	
Eating utensils	x	x	After each use; do not reuse single-use food service items	bleach soaking solution	
Refrigerator	x	x	Monthly or when visibly soiled	spray/bucket bleach solution	
Toilet/Diapering Area					
Handwashing sinks, faucets, counter tops, soap dispensers, cabinet handles, floors	x	x	Daily and when visibly soiled	spray/bucket bleach solution	
Toilet seats, flush handles, door knobs, stall handles	x	x	Daily and when visibly soiled Keep floors dry	spray/bucket bleach solution	
Toilet bowls/urinals	x	x	Daily	spray/bucket bleach solution	
Diaper changing surfaces	x	x	Before and after each use	spray/bucket bleach solution	
Any surface contaminated with body fluids	x	x	Immediately	spray/bucket bleach solution	

Hand Washing



Hand washing is a disease prevention practice that must be done correctly and at the appropriate time to be effective. To meet basic hygiene and sanitation standards, all children, staff, and volunteers in our program include hand washing during daily routines.

We teach young children how and when to wash their hands. We regularly monitor and assist children with this activity. Children who are not able to wash their own hands have their hands washed at appropriate times by staff.

Moistened towelettes or wipes are not used for routine hand washing. These disposable products are intended for use when access to a sink, liquid soap and running water is not possible, such as field trips, at the park, or in a vehicle.

Alcohol-based hand sanitizers are not appropriate for children. We limit the use of alcohol-based hand sanitizers to adults. Alcohol-based hand sanitizers are kept in areas that are inaccessible to children. If children must use them, it is for situations where there is no visible soil on hands, where hand washing facilities are not available, and when an adult supervises the amount of product dispensed and rubs the child's hands together cleaning all areas.

Hand washing sinks and the surrounding areas are cleaned and sanitized routinely to prevent cross contamination to children and adults from dirty water, soiled paper products, faucet handles, etc.

Hand Washing Supplies

- Warm, running water, with “mixit”-type faucets for temperature control
- Sinks that drain quickly and completely
- Sinks at the appropriate height for children to use safely
- Liquid handsoap, preferably anti-bacterial, in a wall-mounted or pump dispenser
- Single-use, disposable paper towels or commercial hand-drying blowers
- Plastic-lined, trash container for soiled paper towels

Hand Washing Steps

1. WET the hands with warm, running water.
2. APPLY LIQUID SOAP in a very small amount.
3. WASH the fronts, backs and in between the fingers using gentle pressure (friction) while rubbing the hands together.
4. RINSE all soap and soil from the hands with running water, allowing the used water to go down the drain.
5. DRY the hands completely with a disposable paper towel or commercial hand-blower dryer. It may take more than one paper towel to dry the hands.
6. Turn off the water with the used or a clean paper towel to prevent re-contaminating the clean hands with germs and soil from the faucet handles.
7. Discard paper towels immediately into trash container. Do not use for anything else.

Appropriate Hand Washing Times

Adults

1. When first arriving at the program
2. Before and after giving First Aid, changing bandages or taking a temperature
3. Before and after preparing food activities, meals or snacks
4. Before and after giving medications or treatments
5. After using the toilet or assisting a child to use the toilet
6. After diapering a child
7. After prolonged coughing/sneezing episodes
8. After caring for or handling pets or their cages/enclosures
9. After tending to a sick child, adult or pet
10. After handling items soiled with body fluids such as blood, stool, urine, mucus, saliva, vomit or drainage from infected eyes, nose, sores, etc.

Children

1. When arriving at the program
2. Before eating meals or snacks
3. Before activities that can include fingers or items that can go into the mouth, such as clay, play dough, water table or food, etc.
4. After using the toilet or having a diaper changed
5. After playing with animals or pets
6. After prolonged coughing, sneezing, vomiting or wiping at the nose and mouth
7. After outdoor play, especially if before meals or nap time
8. After messy activities

Responsibilities

Hand washing supplies are purchased by _____ (designated staff).

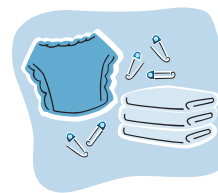
_____ (designated staff) is responsible for restocking supplies in the sink areas.



Wash Your Hands! Poster

http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_washyourhands.pdf

Diapering



Attention to sanitary diapering of infants helps prevent the spread of infectious diseases.

Diapers

In our program we routinely use disposable diapers provided by _____
(parents or program).

- If the parent supplies the diapers for the child, we label the package with the child's first and last name and store them within reach of the diapering area. If we provide diapers, parents complete a written permission statement allowing us to use the specific brand of diapers we have selected. We store them according to size, within easy reach of the diapering area.
- Disposable, moistened wipes must be stored in the original container to preserve moisture. Individual containers, brought by the parent/guardian must be labeled with the child's name. If we supply moistened wipes, parents complete a written permission statement allowing us to use the specific brand of wipes we have selected. We remove (with clean hands or freshly gloved hands) only the number of wipes that are needed for one diaper change at a time.
- Diapering supplies are not stored on the diapering surface.
- Over-the-counter diaper ointments must be purchased by the parent for the child and labeled with the child's name.
- If a prescription ointment (like Nystatin) is to be applied, a Medication Permission Form must be completed and signed by the parent. The ointment is labeled with the child's name, locked up and must be applied by the individual designated to give medications.
- We request extra sets of outer clothing for diapered children as clothing can be soiled by leaks from diapers or from spills of food or formula.

Diapering Supplies and Equipment

- A diapering area must be located away from food preparation or art activity areas and be a non-absorbent, seamless, smooth and sturdy diapering surface.
- A sink for hand washing, with running water between 86°F and 110°F degrees, must be located adjacent to the diapering area and should not be shared with other groups or activities unrelated to diaper changing.
- Anti-bacterial, liquid handsoap from a dispenser, should be adjacent to the sink.

- Single-use, disposable paper towels should be available for drying hands and as a paper barrier on the diapering surface, if needed.
- Disposable diapers, sized appropriately for the children in the group, should be within reach of the diapering area.
- At least 2 waterproof, sanitary containers with waterproof liners (plastic bags) and tight fitting lids; one container for soiled diapers and one container for soiled clothes should be available.
- Single-use, disposable latex or vinyl gloves should be available.
- Disposable, moistened wipes, with staff access to the storage container, selecting for one diaper change at a time, should be available.
- One spray bottle with mild soap and water mixture for cleaning should be available.
- One spray bottle with fresh 1:10 bleach and water mixture should be available for sanitizing.
- Self-closing, plastic bags for soiled outer clothing should be available.
- A change of clothing for each diapered child should be provided by the parent.
- Diapering Log, with current date, child's name, time-of-day, observations and caregiver's signature should be kept adjacent to the diapering area.

Diapering Steps

We never leave a child unattended on the diapering surface.

1. Check supplies before bringing the child to the diapering surface.
2. Place the child on the diapering surface and remove outer clothing to the diaper. Note: if a child has visible stool, urine or blood on outer clothing, place a disposable paper towel or exam table paper on the diapering surface before starting the diapering steps.
3. Put on latex gloves and limit touching items not related to the diapering process.
4. Remove the soiled diaper.
5. Place the soiled diaper in a plastic-lined, soiled diaper container.
6. Remove any soiled clothing and place it in a self-closing, plastic bag. Label the bag with the child's name and placed it in a second, plastic-lined container.

7. Clean the child's bottom with a disposable wipe. Discard the wipe(s) in the soiled diaper container. At this time, discard any paper products placed between the child and the diapering surface for contamination protection.
8. Remove gloves at this time and discard with the soiled diaper. Take care to remove gloves by peeling them off the hands so they are inside out.

NOTE: These gloves are considered contaminated at this point in the process. It is important to avoid contaminating the clean diaper and clean outer clothing.

9. With your clean, ungloved hands, put a clean diaper on the child then redress the child.
10. Wash child's hands, regardless of age, with anti-bacterial soap and running water.
11. Return the child to the activity area, crib or into the care of another adult.
12. Discard any unused or contaminated wipes, gloves, paper towels, etc., that have been placed on the diapering surface.
13. Clean and disinfect all contaminated surfaces.
14. Wash your hands with anti-bacterial soap and water.
15. On the Diapering Log, document the name of the child, current date, time-of-day and any observations of importance to the parent or other staff. Sign the Diapering Log.



Diaper Changing Log

http://www.azdhs.gov/als/childcare/ccc_gh_forms/diaper.pdf

Diaper Changing Procedure Chart

http://www.azdhs.gov/als/childcare/ccc_gh_forms/diaper_chart.pdf

Contact With Body Fluids



Even healthy people can spread infection through direct contact with body fluids including blood, urine, stool (feces), drool (saliva), vomit, drainage from sores/rashes (pus), etc.

In our program, staff act to prevent exposure to body fluids by:

- Covering any open cuts or sores on children or staff with a bandage, gloves, or clothing.
- Wearing vinyl or latex gloves for tasks where blood or body fluids are present such as:
 - Cleaning up vomit, stool, blood, urine, pus, and body fluids or other secretions
 - Changing bandages, especially if blood, pus or signs of infection are present
 - Cleansing or controlling bleeding wounds, or broken skin, such as nosebleeds, tooth loss, cuts, scrapes, etc.
 - Changing diapers, especially with loose stools
 - Handling linens, clothing, diapers, equipment or surfaces that have been soiled with blood, vomit, stool, urine or body fluids
- Whenever a child or staff comes into contact with any body fluids, the area (hands, etc.) will be washed immediately with soap and warm water and dried with paper towels.
- All surfaces in contact with body fluids will be cleaned immediately with soap and water and disinfected with an agent such as bleach in the concentration used for disinfecting body fluids ($\frac{1}{4}$ cup bleach/gallon of water or 1 tablespoon/quart).
- Used latex or vinyl gloves and cleaning material used to wipe up body fluids will be put in a plastic bag, closed with a tie, and placed in a covered waste container.
- Hands are always washed with soap and water after removing gloves.
- Any brushes, brooms, dustpans, mops, etc., used to clean up body fluids will be soaked in a disinfecting solution, and rinsed thoroughly. After soaking, cloth items and mops should be washed with hot water in a washing machine. All items are hung off the floor to dry completely. Cleaning equipment is stored safely out of children's reach.

- Disposable diapers, diaper wipes, gloves, bandages, and paper towels, etc., used to clean contaminated areas, must be placed in a plastic bag and sealed before disposal in the general trash.
- All clothing soiled with body fluids must be changed. Children's clothes will be put in a closed, plastic bag and sent home with the child's parent. All clothing that has been soiled with urine, vomit, stool, blood or other body fluids will be placed into a separate plastic bag, labeled with the owner's name and placed in a lined, plastic container. Soiled clothing will not be placed in cubbies or diaper bags.
- Items to be laundered at the program will be bagged where they became soiled. Unbagged, contaminated laundry will not be carried across the facility to the laundry room.
- Wash contaminated laundry in hot water (165°F) for 20 minutes. Add 1 - 1½ cups household bleach (5% sodium hypochlorite) to the washer along with laundry detergent in a regular wash cycle. Automatic clothes dryers on hot settings assist in the germ killing process.
- **Hands are always washed after handling soiled laundry or equipment or any other potential exposures to body fluids.**

Blood Contact or Exposure

When a staff person or child comes into contact with blood (e.g., staff provides first aid to a bleeding child) or is exposed to blood (e.g., blood from one person enters the cut or mucous membrane of another person), the staff person will inform _____ (designated staff) immediately, and follow the procedure outlined in the center's Exposure Control Plan for referral medical care.



Keeping Safe When Touching Blood or Other Body Fluids, A Self-Learning Module For Early Education and Child Care Providers (includes a fill-in-the blank Exposure Control Plan)
<http://www.ecels-healthychildcarepa.org/content/Keeping%20Safe%20When%20Touching%20Blood%20or%20Other%20Body%20Fluids%2012-04.pdf>

OSHA Bloodborne Pathogens Standard
http://www.governor.state.az.us/cyf/school_readiness/manual/FORM_OSHA_bloodborne_pathogen.pdf

Environmental Health



Because children are susceptible to environmental hazards known to be detrimental to human health, we act to protect them in these ways:

Lead

Lead is a highly toxic metal found in the environment, especially in paint and lead-tainted soil. Lead does not break down over time. If our facility was built before 1978, we have had our facility examined by a certified professional to determine that lead is not present in our building.

If our facility is near a busy road or highway, our soil has been tested for lead.

Lead testing was completed by _____ (professional)
on _____ (soil, paint, other) on this date _____ (date).

These recommendations were made: _____

Repairs were completed _____ (date).

We also do these things to reduce the risk of lead exposure in our facility:

- If present, our vinyl mini-blinds are lead-free.
- We keep the child care facility clean. We dust regularly with a damp cloth and have a doormat outside each exterior door to reduce dust being tracked indoors. We vacuum floors daily and change the vacuum bag when it is two-thirds ($\frac{2}{3}$) full.
- Children wash their hands before eating and after playing outdoors.
- Mouthed toys are washed daily and between use by individual children.
- Children are served a diet rich in iron and calcium such as dark green vegetables and dairy products.
- We store food and liquids only in containers made of glass, plastic, or stainless steel, not in leaded crystal glassware, or imported or old pottery as these are likely to contain lead.
- We check all arts and crafts materials and toys for lead content. Arts and crafts materials made after 1990 state “conforms to ASTM-4236” and have no health warnings.

Air Pollution

Pollution, including tobacco smoke, mold, carbon monoxide, ozone, particles from burning materials, chemical vapors, smoke, soot and dust particles in the air may be harmful to children who breathe them. Pollution can cause burning eyes, a stuffy nose, and trouble breathing, including asthma episodes, in children and adults. We do these things:

- Open windows and doors to provide fresh air from outside.
- Properly maintain our air filtering system.
- Vent the clothes dryer to the outside of the building.
- Have exhaust fans in bathrooms and kitchens.
- Promptly repair roof, pipe, and basement leaks.
- Maintain a tobacco smoke-free environment.
- Make sure art materials meet ASTM standards.
- Insure appropriate ventilation when using art materials.
- Check local media alerts for days when children should play indoors, such as days when there are ozone alerts.

Pesticides

We limit the use of pesticides and herbicides in our program. We use non-chemical means of controlling pests and weeds. If it is necessary to use pesticides or herbicides they are applied by a licensed professional when children are not present. Material Safety Data Sheets (MSDS) for all chemicals used in pest control are kept on file _____ (where).

We wash all fruits and vegetables under running water before preparing and serving them to children.

If our facility is located next to an area where spraying of pesticides and herbicides may occur (power lines, golf courses, agricultural areas), we have determined which products are used and how often in order to assess whether an hazardous situation may occur.

Safe Water

We follow the recommendations of the Arizona Department of Health Services and the local health department to ensure children in our care have safe water.

- Our source of water is _____ (name of supplier).
- If a private water supplier:
 - The water system owner/manager is _____.

- The water system owner/manager's phone number is _____
(phone number).
- Copies of water tests are obtained _____ (how often) and kept
_____ (where).
- In case of a water emergency, we provide drinking water by _____
(source).
- We obtain maintenance records on the water system every _____
(how often) and keep them _____ (where).

On-Site Sewage System (Septic System)

We follow the recommendations of the Arizona Department of Health Services and the local health department in the maintenance of our septic system.

- Our system is pumped _____ (how often).
- The company who maintains our septic system is _____
- The phone number of the company that maintains our septic system is
_____ (phone number).
- To help with the general maintenance of our septic system, we:
 - Do not flush strong chemicals such as drain cleaners, paint thinners or floor cleaners
 - Keep cars and heavy equipment off the drain field
 - Fix all leaks on faucets and toilets
 - Reduce water usage
 - Monitor for signs of failure such as foul odors inside or outside, gurgling sounds in the plumbing, sewage on the ground, backed-up sewage inside the building and slow draining fixtures
- If our septic system fails, we notify the local health department and our licensing specialist.



Pet Health

Pets In Our Classrooms

The decision to have pets in our classrooms is made with great care and approved by _____ (designated staff). Pets of any kind require good care and their enclosures require cleaning. Some pets bite and scratch or are frightened of children. A new child in the classroom may have allergies that require the pet be removed from the facility. All these issues require consideration before we decide to have a pet in our facility. Parents will be notified if a new pet is planned for their child's classroom.

Pet Guidelines

- Animals are chosen carefully for temperament and safety. We do not keep or allow visits from ferrets, turtles, iguanas, lizards or other reptiles, birds of the parrot family, or any wild or dangerous animals.
- No live animals are allowed in food preparation areas.
- Pet enclosures are not placed near areas where children eat or food is served.
- Children and adults wash their hands after handling or feeding animals.
- Children do not clean cages.
- All animals are properly cared for and provided clean water, appropriate food, clean cages, and vaccinations.
- Food preparation/service facilities and supplies are not used to clean animal cages or aquariums.
- Animal food is stored separately from human food. Animal food is kept tightly closed to prevent insect infestations.
- Uneaten food is removed from cages promptly.
- We plan for the care of pets during holidays, weekends and vacations.